Meeting Minutes – Wyoming Senior Services Board Cody, WY – August 10, 2012

Due to the need for cell phone access the meeting was moved from the original location at the Big Horn Federal Bank basement meeting room to Trinity Lutheran Church – East Sheridan Avenue, Cody, WY.

The meeting was convened by Chairman Jo Cox at 12:15 pm.

WSSB members in attendance:

Jo Cox, Floyd Huxford, Judy Allshouse, Elouise Rossler, Ky Dixon; Tim Ernst, Ex-officio

Wyoming Department of Health Aging Division Staff in attendance: April Gitchius, Liz Vigil

Senior Center personnel in attendance:

Cynthia Johnson So. Big Horn Senior Citizens, Graybull

Jim Bagshaw Thayne Senior Center
Herb Wilcox WY Senior Citizens, Inc.
Robyn Ellington Cody Senior Center

Gary Gilbert Carbon County Senior Services

A. J. Mock Buffalo Senior Center

Jeanine Cox Young at Heart, Rock Springs
Lindy Linn Shoshoni Senior Center
Cathy Florian Powell Senior Center
Linda Dalton Powell Senior Center

Janet Dickeson Hot Springs County Senior Center

Numerous additional Senior Centers were connected to the meeting via phone speaker.

The May 10 WSSB minutes were approved with the addition of information that Cathy Florian and Linda Dalton were in attendance.

Liz Vigil presented the financial reports including the carry-over amounts from FY 2011/12, and the total budget for FY 2013 of \$5,827,500.

Chairman Cox opened the floor for discussion of the potential 8% reduction in the 2015/16 biennium budget as requested by the Department of Health. That amount would be \$895,104 for the biennium or \$447,552 per year according to current projections of the base budget (FY 2014). The board acknowledged by consensus that the 2015/16 biennium budget may have up to 8% reduction in appropriation from the legislature. Specific budget reductions from WSSB appropriation requests will not be determined until closer to January 2014.

Chairman Cox opened the floor for discussion regarding the proposed \$5000 per senior center additional allocation from current FY appropriations. This funding is available because the WSSB board budgeted cuts in this fiscal year budget which were not implemented by the legislature until next year. Therefore the board is proposing returning the funds to the senior programs as a one-time payment of \$5000. Due to anticipated cuts in future FY budgets the WSSB board recommends that the centers choose one-time expenditures which will help prepare their centers for less discretionary funding in subsequent years.

Motion by Elouise Rossler, seconded by Floyd Huxford to issue checks of approximately \$5000 to each Senior Center as an addition to their formula funding. The funds must be spent by the end of the current fiscal year. The one-time \$5000 will not be reported on the regular WSSB quarterly report form, but rather an itemized report of the expenditures must be submitted in the form of a letter to WSSB no later than July 15th 2013. The one-time payment may not be used for any employee bonus. The motion carried unanimously.

FY 2012 fourth quarter reports were recommended for approval by WSSB representatives to senior projects. All center's reports were approved on motion by Dixon seconded by Huxford.

Liz Vigil reported that "Due to the type of I T services for the WSSB project, no invoices will be paid for I T with the WSSB funds."

An emergency grant for Young at Heart Senior Citizens (Rock Springs) in the amount of \$1281.52 for repairs to convection ovens was approved on motion by Elouise Rossler, seconded by Judy Allshouse.

An emergency grant for Shoshoni Senior Citizens Inc. in the amount of \$3482.00 for purchase of a convection oven was approved on motion by Elouise Rossler, seconded by Floyd Huxford.

Southwest Sublette Basic grant revision was tabled.

April Getchius requested that WSSB designate a representative to serve on the committee to revise the state plan on aging. Chairman Cox will designate representation.

Tim Ernst reported on trends in federal policy and announced a proposed name change, i.e. "Division on Aging, Community Living".

Next meeting: Noon October 26, Riverton.

Respectfully submitted,

Ky Dixon

WSSB Vice Chairwoman

approved 10/26/12

M. Jo Maxfield-Cox

WSSB Chairwoman

Wyoming Senior Services Board Minutes

October 26, 2012 – Reach Foundation Building – Riverton, WY

The Meeting was called to order at 12:30 p.m. by Chairman Jo Cox.

WSSB members in attendance: Dixon, Allshouse, Cox, Huxford, Ernst (ex-officio). Others attending:

Name	Representing	
April Getchius	Wy Dept. of Health – Aging	
Liz Vigil	Dept. of Health	
Herb Wilcox	Wyoming Senior Citizens, Inc	
Terri Cartwright	Kemmerer Senior Citizens	
Sue Carey	Ten Sleep Senior Center	
Donna Howard	Crook County Senior Services, Inc.	
Carmen Rideout	Sheridan Senior Center	
Jeanine Cox	Rock Springs Young at Heart	
Connie Jenkins	Salt River Center (Afton)	
Jim Bagshaw	Thayne Senior Center	
Gary Gilbert	Carbon County Senior Services, Inc.	
A.J. Mock	Buffalo Senior Center	
Jeri Bottenfield	Senior Friendship Center (Torrington)	
Glenda Mefford	Weston County Senior Services (Newcastle)	
Becky Zaist	Senior Center of Jackson Hole	
Jan Eldredge	Cody Council on Aging, Inc.	
Lindy Linn	Shoshoni Senior Citizens	
Cathy Florian	Powell Senior Citizens Center	
Cathy Konrath	Campbell County Senior Center (Gillette)	
DeAnne Hensel	Services for Seniors (Wheatland)	
Tina Sanders	Riverton Senior Center	
Dick Cuthbertson	Eppson Center (Laramie)	
Janet Dickeson	Hot Springs Co. Senior Center (Thermopolis)	
Jane Nolde	Lander Senior Citizens Center, Inc	

Chairman Cox noted that a quorum vote would have to include the chairman; therefore, all votes would be by paper ballot and would need to pass unanimously. All actions of the board recorded in these minutes were cast by paper ballot and passed unanimously.

The minutes of the August 2012 meeting were approved on motion by Allshouse, second by Huxford.

Liz Vigil presented the financial reports through September 2012. Reports accepted on motion by Dixon, second by Huxford.

Funds from previous Fiscal years were approved for transfer to FY '13/'14 through the 'B 11' process on motion by Dixon, second by Huxford as follows: \$148,650 from basic and formula, \$50,000 from emergency.

Tim Ernst reported that the checks for the additional \$5,000 of WSSB funding per center would reach projects near the end of November or early December. Jo Cox reported that contrary to what the Contracts for this money say, only one narrative report detailing how the \$5,000 was spent would be necessary. This report should be part of each project's fourth quarter/final report for FY 2013. Further, it was explained that the \$5,000 could be used for anything a Basic or Formula grant could be used for and that the money could not be used for capital expenses or employee bonuses.

All first quarter reports were approved on motion by Allshouse seconded by Dixon.

Board approved motion by Dixon, second Allshouse: Services for Seniors (Wheatland) will be required to submit a detailed profit and loss statement quarterly to both the Aging Division and the Wyoming Senior Services Board Chairman. The WSSB authorizes the Aging Division staff to review those reports and collaborate with WSSB in recommending future actions.

Southwest Sublette County Pioneers (Big Piney) Basic and Formula FY '13 budget revisions were approved on motion by Dixon, second by Huxford.

Ten Sleep Senior Center Basic and Formula FY '13 budget revisions were approved on motion by Dixon, second by Huxford.

April Getchius reported that the State Plan revision is progressing.

Janet Dickeson reported that SHL was successful. A committee of Silver Haired Legislators will work with Senator Marty Martin to find funding to continue SHL in future years.

Tim Ernst reported on behalf of the Aging Division and the Wyoming Advisory Council on Aging as follows:

- Effective November 1, 2012 the office of Aging will have a new name Community Living Section of the Aging Division, Wyoming Department of Health.
- Benjamin Rex has been hired as the new Nutritional Program Manager.
- Rebecca McDaniel is the Community Based In-Home Service Program Manager.

Notion by Allshouse, seconded by Huxford was approved to "use WSSB administrative funds
contract through Adecco for a temporary employee to format the rewritten rules and
olicies in appropriate format for approval by the Attorney General."

WASPD will designate a representative to a WSSB task force to review the formatted rules prior to approval by the WSSB board. The ad hoc task force will be appointed by Chairman Cox.

Next meeting will be held in Riverton, March 8, 2013, 12:30 p.m. at the Reach Foundation Building.

Jo Cox, Chairman	Date:	Ky Dixon, Recorder, Vice Chairman Dat		
Approved:				